

<b>Policy and Procedure Arizona State University</b>		Number <b>SWK 504-02</b>
Manual <b>Social Work</b>	Section <b>Personnel</b>	Page <b>1 of 2</b>
Subject <b>Procedures for Promotion to Full</b>		Effective <b>11/19/89</b>  Revised <b>10/93</b>

**PURPOSE:** To Establish Procedures for Promotion to Full Professor

**SOURCES:** School of Social Work Faculty Council

**APPLICABILITY:** All Tenure Track and Tenured Faculty, School of Social Work

**POLICY:** Procedures for Promotion Review

A. Promotion Review

The scheduling of all personnel procedures is subject to the “Schedule of ASU Academic Personnel Actions” disseminated each year by the Assistant Vice President for Academic Personnel.

B. Procedures

1. In accordance with the schedule, faculty members requesting review for promotion to Full Professor will submit three copies of their materials to the Director’s Office by the due date in accordance with School of Social Work policy.
2. At least one copy shall be made available in the Director’s Office for all Full Professors to review.
3. The Full Professors of the School of Social Work shall function as the Personnel Committee in the review and evaluation of a faculty member’s request for promotion to Full Professor.
4. The Full Professors shall elect the Chair of the Committee. The Chair will assume responsibilities for the logistics of the process. The Director’s Office will provide necessary clerical support for the review process.
5. **In accordance to ACD 506-07, the Director will write to solicit input from three external reviewers to complement the three chosen by the candidate. The Director and the Committee will identify experts in the candidate’s field of research and scholarship and come to an agreement on the list of reviewers, with final approval resting with the Director (see “Sample Letter to External Evaluations”).**

<b>Policy and Procedure Arizona State University</b>		<b>Number SWK 504-02</b>
<b>Manual Social Work</b>	<b>Section Personnel</b>	<b>Page 2 of 2</b>
<b>Subject Procedures for Promotion to Full</b>	<b>Effective 11/19/89</b>	<b>Revised 10/93</b>

6. The Committee shall undertake its review in accordance with University, College, and School of Social Work Policies in a manner which meets the deadlines established in the schedule.
  
7. The Committee shall consider all input in making its recommendations regarding promotion, including the applicant's record, input from external reviewers, and its own evaluation of the above. Based on their deliberations, the Committee shall produce a final report to the Director and shall make a recommendation regarding promotion.
  
8. The Director shall then proceed according to university policy.